

## **Historic, archived document**

Do not assume content reflects current scientific knowledge, policies, or practices.



UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE  
WASHINGTON 25, D. C.

FAS FIELD INSTRUCTION NO. 3 (REVISED)  
Supplement No. 1  
March 29, 1956

*Reserve  
A 249.29  
F 76*

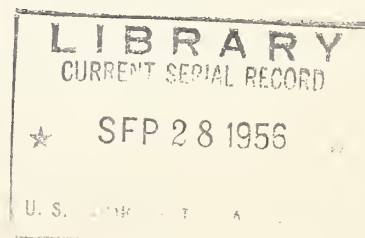
---

SUBJECT: Classification and Employment of Local Personnel - Chauffeurs for  
Attache Vehicles

---

- I. PURPOSE: To prescribe the policy and procedures governing the employment of local chauffeurs for government vehicles supplied for the use of Agricultural Attaches, Assistant Attaches and Agricultural Officers in the conduct of official duties.
- II. POLICY: It is the policy for official vehicles assigned to Agricultural Attaches to be driven by the Attache or by local professional employees of their offices insofar as practicable. Employment of local chauffeurs for such government vehicles will be authorized by FAS, Washington, only when the declared policy of the Embassy or Consular Unit concerned indicates, because of the political or other conditions within the foreign country, that:
- A. American staff or local assistants should not take the personal risk of driving, or
  - B. Proper protection of the government property involved is dependent on having a chauffeur in attendance.
- III. BASIS OF EMPLOYMENT: Where it is determined necessary, under the above policy, to make available to the Agricultural Attache the services of a local chauffeur, one of the following arrangements shall be recommended to FAS, Washington, in accordance with paragraph IV A of this Instruction:
- A. Appoint on FAS rolls to serve on a part-time basis or WAE (when actually employed) basis as needed.
  - B. Arrange with the Embassy to provide a driver employed on State Department rolls on a part-time basis, for which reimbursement by FAS will be made under administrative support.
  - C. In unusual cases where there are offsetting benefits, to appoint on FAS rolls a driver on a full-time basis to be assigned to the Embassy pool with first call on his services being for the Agricultural Attache. At other times he can be used by the Embassy along with other drivers.

Distribution: List A including Agricultural Attaches



IV. PROCEDURE: The classification and employment of local chauffeurs shall be accomplished in accordance with the procedures prescribed in State-  
USDA Joint Instruction CA-6661, April 4, 1955 (quoted in FAS Field  
Instruction No. 3, Revised, dated August 18, 1955).

- A. Justification Statement: When the Agricultural Attache requests authority from FAS, Washington, to employ a local chauffeur in accordance with paragraph 4d(1) of CA-6661, he shall indicate the basis of employment (paragraph III A, B or C above) and submit a statement from the proper Officer of the Embassy or Consular Unit concerned, setting forth the declared policy justifying the hiring of local chauffeurs because of the existence of one or both of the conditions specified in paragraph II above. This "justification statement" must be submitted concurrently with the request for authority to employ a chauffeur. Authority will not be granted by FAS, Washington, to employ a local chauffeur until this "justification statement" is received.
- B. Notification to Washington:
  1. When a local chauffeur is employed on FAS rolls, classification and employment actions, signed by the Agricultural Attache or his alternate Assistant Agricultural Attache, shall be reported to FAS, Washington, in accordance with the procedures prescribed in paragraphs 4e, 5b, and 5f of CA-6661.
  2. When a local chauffeur is employed on State Department rolls under paragraph III B of this Instruction, completed classification and employment actions shall not be reported to FAS, Washington.